Multifamily Tenant Characteristics System (MTCS)

**Section Eight Management Assessment Program (SEMAP)
Indicators Report Guide
March 2000**

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1. Summary

This guide helps users to:

- Access the SEMAP Indicators Report
- Understand MTCS report data fields
- Interpret and use the data contained in the report

The *Section Eight Management Assessment Program (SEMAP) Indicators Report* provides information on families participating in the Section 8 certificate and voucher programs. The SEMAP Indicators Report is one of several inputs used to derive a score and rating for PHAs as it relates to SEMAP certification. The SEMAP Final Rule, 24 CFR Part 985, Docket No. FR-3986-F-02 requires a PHA who administers Section 8 tenant-based assistance programs to submit annually a SEMAP certification form within 60 calendar days after the end of its fiscal year. The SEMAP certification requires PHAs to submit short answers concerning 15 SEMAP indicators:

Indicator 1. Selection from the Waiting List
Indicator 2. Reasonable Rent
Indicator 3. Determination of Adjusted Income
Indicator 4. Utility Allowance Schedule
Indicator 5. HQS Quality Control Inspections
Indicator 6. HQS Enforcement
Indicator 7. Expanding Housing Opportunities Outside Areas of Poverty or Minority Concentration
Indicator 8. FMR Limit and Payment Standards
Indicator 9. Timely Annual Reexaminations
Indicator 10. Correct Tenant Rent Calculations
Indicator 11. Pre-contract HQS Inspections
Indicator 12. Annual HQS Inspections
Indicator 13. Lease-up
Indicator 14. FSS Enrollment and Escrow Accounts
Indicator 15. Deconcentration (BONUS indicator; optional and only for PHAs with metropolitan Fair Market Rent (FMR) jurisdiction)

PHAs should consult HUD Notices and other directives to determine whether the SEMAP Indicators report is being used to produce official measures. At a minimum, the SEMAP Indicators report should put PHAs on notice that their Section 8 tenant-based assistance programs may or may not be meeting program requirements and minimum performance levels. MTCS is available as the source of data for six of the fifteen indicators.

Indicator 9. Timely Annual Reexaminations
Indicator 10. Correct Tenant Rent Calculations
Indicator 11. Pre-contract HQS Inspections
Indicator 12. Annual HQS Inspections
Indicator 13. Lease-up
Indicator 14. FSS Enrollment and Escrow Accounts

The SEMAP Indicators Report displays summary information on PHA performance with respect to Section 8 Certificates and Vouchers only. The SEMAP Indicators Report does not apply to Indian Housing Authority (IHA) administration of the tenant-based Section 8 programs nor the Section 8 Moderate Rehabilitation program (24 CFR 882, subparts D and E).

This guide is for the *Section Eight Management Assessment Program (SEMAP)* report and is not intended to provide information about other reports in MTCS. For information on other reports, please go to:

www.hud.gov/pih/systems/mtcs/webusr/webusr.html

2. Access the SEMAP Indicators Report

From the *MTCS Main Menu*,

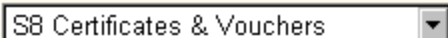- Use your mouse to click on the words 'MTCS Reports'

MTCS Reports

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu*, you must select the Program listed below to view the SEMAP Indicators Report:

- Section 8 Certificates and Vouchers

- Use your mouse to select the "Section 8 Certificates and Vouchers" 'Program' from the drop-down box

Program Selection

S8 Certificates & Vouchers ▼

* Only a combined Section 8 Certificates and Vouchers Program option is available due to the merger of the Section 8 Certificates and Section 8 Vouchers programs.

2.2.   Level of Information

Once you have selected a program, you must select a 'Level of Information'.

To view the *SEMAP Indicators Report*, you must select a 'Level of Information' from the list below:

- National
- Field Office
- Public Housing Agency
  – within a State
  – within a State and County
  – within a Field Office

- Use your mouse to select a 'Level of Information'

⊙ Housing Agency

The *SEMAP Indicators Report* is <u>not</u> available for the following levels of information:

- Project
- State
- Metropolitan Area
- County
- City
- Locality
- Congressional District

* For detailed information on how to select a 'Level of Information,' please go to the MTCS Web Reports Guide web site:

www.hud.gov/pih/systems/mtcs/webusr/webusr.html

2.3.   SEMAP Indicators Report

After you complete the 'Level of Information' selection,

- Click on the **'Report Menu'** button

Report Menu

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *SEMAP Indicators* report

SEMAP Indicators

3. Data Field Definitions

The *SEMAP Indicators Report* has seven sections of information to aid PHAs in reviewing their SEMAP progress:

1. Reporting Rate
2. Late Reexaminations
3. Tenant Rent Discrepancies
4. HQS-Newly Leased Units
5. Late Annual HQS Inspections
6. Family Self-Sufficiency
7. Lease-up

Refer to the "5. Business Rules" section of this document for additional field-level information.

Data Field	Data Field Definition
REPORTING RATE	
Number of Families Administered	Number of families administered.
Number of Families Reported	Number of 50058s reported.
Percent Reported	Percentage of families in certificate and voucher programs.
LATE REEXAMINATIONS	
Percent Late Reexaminations	Percentage of families with late reexaminations.
TENANT RENT DISCREPANCIES	
Number of Tenant Rent Discrepancies	Number of Section 8 families with rent discrepancies.
Percent of All Households	Percentage of all households with rent discrepancies.
HQS - NEWLY LEASED UNITS	
Passed Inspection Before Contract Effective	Percentage of units that passed the HQS inspection before the effective date of action.
Passed Inspection After Contract Effective	Percentage of Section 8 units that passed the HQS inspection after the effective date of action.
Not Reported	Percentage of Section 8 units for which the PHA did not report the date the unit passed HQS inspection.
LATE ANNUAL HQS INSPECTIONS	
Percent Late Annual HQS Inspections	Percentage of Section 8 units with overdue HQS inspections.
FAMILY SELF-SUFFICIENCY	
Number of Families Enrolled	Number of Section 8 families enrolled in the FSS program.
Number of Families with Escrow Balances	Number of Section 8 families with escrow account balances.
LEASE-UP	
Number Units Leased Year-End Statement (YES)	Number of leased units at the PHA level as reported on the YES from HUDCAPS.
Number of Units Budgeted Last Fiscal Year	Number of budgeted units last fiscal year at the PHA level from HUDCAPS.
Percent Leased	Percentage of leased units reported on the YES.

* Definitions apply to Section 8 programs only.

4.   Report Applications

HUD and PHAs may put the SEMAP Indicators report to a variety of uses. For examples, HUD will use data from the SEMAP Indicators Report to assign SEMAP ratings for SEMAP performance indicators 9 - 14. Others may use the report to monitor programs on a on-going basis – and compare individual PHA performance to the performance of other PHAs under a Field Office or nationwide. This section highlights a few possible uses of the information in the SEMAP Indicators report.

Performance Measure	Indicator
• Reporting Rate	Indicates the extent to which the PHA complies with its obligation to submit Form HUD-50058 for its tenants. The minimum reporting rate is 85%.
• Newly Leased Certificate Units Gross Rent Compared to FMR	For new admissions and movers, indicates whether initial gross rents are at or below the FMR or approved exception rent.
• Late Reexamination • Tenant Rent Discrepancies • HQS - Units Passed Inspection	Marks to what extent a PHA complies with HUD regulations to perform reexaminations, HQS inspections, and to accurately calculate rent. This data reflects on the quality of a PHAs program implementation.

HUD and PHA users should review the information in the SEMAP Indicators report carefully. Any discrepancies should be reported to the MTCS Coordinator in the Public Housing Division of HUD Field Offices. For example, a PHA may detect a discrepancy between the summary information in the report and other reports, or between the report and individual family data. Summary reports such as the SEMAP Indicators report constitute a starting point only for detecting possible performance problems and for furthering efforts by the PHA and its Field Office to solve problems together.

4.1.   PHA Uses for the Report

Conduct Self-Assessments
The indicators in the SEMAP Indicators Report focus directly on operational performance and offer a PHA the information needed to conduct a self-assessment.

Improve Performance
PHAs can use the SEMAP Indicators Report to determine how well it manages its Section 8 programs. It can also help a PHA gain insight into the key strengths and weaknesses of a particular Section 8 program. Comparisons among programs can focus on troubled programs within the PHA. A PHA can use the SEMAP Indicators Report to target performance improvement efforts.

Conduct Research
PHAs can use this report to compare SEMAP indicators to aggregate data at the National, Field Office, or PHA level. This type of analysis can help a PHA to look for indicators about their PHA that are significantly different from what appears to be the norm. It can help PHAs guide management improvement efforts or review their performance compared to other PHAs in their area or nationwide.

4.2. HUD Uses for the Report

Provides input for Field Offices when creating SEMAP profiles for each PHA
Field Offices and Troubled Agency Recovery Centers (TARCs) can use the SEMAP Indicators Report when creating SEMAP profiles for each PHA. HUD will use data from the SEMAP Indicators Report to assign SEMAP ratings for SEMAP performance indicators 9 - 14.

Compare PHAs and disseminate best practices
Field Offices and TARCs can use the SEMAP Indicators Report as a screening tool. HUD staff can generate this report to compare management indicators for different PHAs that are similar in size and evaluate the challenges they face. This type of analysis can also identify both high and low performers.

Examine an individual PHA
Field Offices and TARCs can review management indicators for a specific PHA to identify areas for performance review. If a PHA administers more than one HUD program, a comparison among those programs helps identify strengths and weaknesses in the PHA's organization, possibly identifying performance improvements in the areas of staffing and training.

5.   Business Rules

These business rules give technical definitions for the fields on the Section Eight Management Assessment Performance (SEMAP) report. Business rules reflect program rules and calculations performed for each report field.

5.1.   Exclusions and Notes

The SEMAP report is limited to Section 8 Certificate and Voucher families.

5.2. General Definitions

Definitions that appear in this section are not repeated in the data field definitions. Please review this section for clarification.

Total Family Count
The number of family records used in the performance indicators varies depending on the particular indicator. For example, performance indicators related to "HQS-Newly Leased Units" are based on new admissions, portability move-ins, other changes of unit, and where family is moving at another time (12b=Y) - as reported by the PHA.

5.3. Business Rules

Data Field	Business Rule
SEMAP Indicators Report	Applies only for families in certificate and voucher programs, excluding homeownership (1d=CE or VO and homeownership section not filled), and where type of action (2a) is 1(New Admission), 2 (Annual Reexamination), 3 (Interim Reexamination), 4 (Portability Move-In), 7 (Other Change of Unit), 9 (Annual Reexamination-Searching), or 10 (Issuance of Voucher).
REPORTING RATE	
Number of Families Administered	**NUMBER OF:** • Occupied units • **PLUS** port move-ins billing • **MINUS** port move-outs being billed Include homeownership.
Number of Families Reported	**NUMBER OF:** • Families contained in MTCS database Include homeownership.
Percent Reported	**NUMBER OF:** • Families contained in MTCS database **DIVIDED BY:** • Number of Families administered. **MULTIPLIED BY:** • 100
LATE REEXAMINATIONS	
Percent Late Reexaminations	**NUMBER OF:** • Families • **WHERE** summarization date • **MINUS** effective date of action (line 2b) is greater than 15 months **DIVIDED BY:** • Total Number of Families **MULTIPLIED BY:** • 100 **NOTE:** • For late reexaminations, MTCS considers only 'New Admissions' and 'Annual Re-examinations' (line 2a = 1,2) • MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month

Data Field	Business Rule
TENANT RENT DISCREPANCIES	
Number of Tenant Rent Discrepancies	**NUMBER OF**: • Families with rent discrepancies
Percent of All Households	**NUMBER OF**: • Families with rent discrepancies **DIVIDED BY**: • Total number of families **MULTIPLIED BY:** • 100 **NOTE**: Exclude records where: • 3s = P, AND • 11g = OFTO or PBC (i.e., 11g (a) or 11g(e) = Y), OR • Section 14 (manufactured home owner) is filled.
HQS - NEWLY LEASED UNITS	
HQS - Newly Leased Units	**NOTE**: Applies only for families newly leasing units: • **WHERE** line 2a = 1, 4, 7 OR • **WHERE** line 12b = Y AND line 2a is not 1, 4, 7.
Passed Inspection Before Contract Effective	**NUMBER OF**: • Families • **WHERE** Effective Date of Action (line 2b) is equal to or later than Date Unit Last Passed Inspection (line 5g) • **WHERE** Date Unit Last Passed Inspection (line 5g) is not blank. **DIVIDED BY**: • Total number of families • **WHERE** line 2a = 1, 4, 7 OR • **WHERE** line 12b = Y AND line 2a is not 1, 4, or 7.
Passed Inspection After Contract Effective	**NUMBER OF**: • Families • **WHERE** Effective Date of Action (line 2b) is earlier than Date Unit Last Passed Inspection (line 5g) • **WHERE** Date Unit Last Passed Inspection (line 5g) is not blank. **DIVIDED BY**: • Total number of families • **WHERE** line 2a = 1, 4, 7 OR • **WHERE** line 12b = Y AND line 2a is not 1, 4, or 7.
Not Reported	**NUMBER OF**: • Families • **WHERE** Date Unit Last Passed Inspection (line 5g) is blank. **DIVIDED BY**: • Total number of families

Data Field	Business Rule
	• **WHERE** line 2a = 1, 4, 7 OR • **WHERE** line 12b = Y AND line 2a is not 1, 4, or 7.
LATE ANNUAL HQS INSPECTIONS	
Percent Late Annual HQS Inspections	**NUMBER OF**: • Families • **WHERE** summarization date • **MINUS** Date of Last Annual Inspection (line 5g) is greater than 15 months **DIVIDED BY**: • Total number of families in level of analysis **MULTIPLIED BY:** • 100 **NOTE**: MTCS uses days as the unit of measurement in the calculation, it assumes 30 days = 1 month, and rounds to the nearest month
FAMILY SELF-SUFFICIENCY	
Number of Families Enrolled	**NUMBER OF**: • Families • **WHERE** FSS Report Category (line 17b) is marked as *Enrollment* or *Progress*
Number of Families with Escrow Balances	**NUMBER OF**: • Families • **WHERE** FSS Report Category (line 16a) is marked as *Progress* AND • **WHERE** FSS Account Balance (line 16d.(2)) is greater than 0 (zero) OR • **WHERE** FSS Account Amount Disbursed to the Family (line 16d.(3)) is greater than 0 (zero)
Percent with Escrow Balances	**NUMBER OF**: • Families with Escrow Balances **DIVIDED BY**: • Families • **WHERE** FSS Report Category (line 16a) is marked as *Progress* **MULTIPLIED BY:** • 100

Data Field	Business Rule
LEASE-UP	
Number Units Leased Year-End Statement (YES)	**NUMBER OF**: • Occupied units from HUDCAPS as provided on the last approved Year End Settlement Statement
Number of Units Budgeted Last Fiscal Year	**NUMBER OF**: • Units budgeted from the Budgeted Units Distribution Tables (BDGT) for both certificates and vouchers, for the last PHA fiscal year that has an approved YES (from HUDCAPS at the PHA level).
Percent Leased	**NUMBER OF**: • Occupied units from HUDCAPS as provided on the last approved Year End Settlement Statement **DIVIDED BY**: • Number of units budgeted from the Budgeted Units Distribution Tables (BDGT) for both certificates and vouchers, for the last PHA fiscal year that has an approved YES (from HUDCAPS at the PHA level). **MULTIPLIED BY:** • 100